



CNFJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

Director's Corner – Sarah B. Overstreet

Under NSPS, performance management is a priority for supervisors, managers and employees at all levels of the organization. All parties need to invest adequate time and effort throughout the rating cycle for training on and the administration of the performance management portion of the NSPS.

As the NSPS performance management program matures, it is appropriate to reinforce sound and internal communication strategies which underpin the integrity of the program.

NSPS was designed to improve fairness and transparency within the performance management process and provide stronger links between individual performance objectives and organizational goals. Communication between supervisors and employees is critical to the success of the performance management system; therefore, performance expectations and year-to-date progress should be the subject of several discussions throughout the year between supervisors and employees.

It is also important that as a Regional Human Resources Office we communicate with our customers so that we can hear their concerns and address them as appropriate. To this end, the CNRJ HRO held Focused Conversations, Town Hall Meetings, and Senior Leadership NSPS briefings 27 April through 1 May 2009 with our customers so we can ensure we are doing our part to foster a communication environment that strengthens the integrity of the NSPS. Stay tuned for more events in the future on as we continue to strive to provide ***“HR Services That Enable the Fleet.”***

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To find out more about NSPS visit:

<http://www.cpms.osd.mil/NSPS>

CORNER

UPCOMING NSPS TRAINING – Yokosuka/Atsugi

POC: 243-8182

16 Jun 09	Writing Self-Assessments at Yokosuka
8-9 July 09	NSPS Pay Pool Management at Yokosuka
14 July 09	Navigating NSPS for Employees/Supervisors at Yokosuka
3-4 August 09	NSPS Pay Pool Management at Yokosuka
18 August 09	Writing Self-Assessments at Yokosuka
19 Mar 09 (PM class)	NSPS Performance Appraisal Application (PAA) at Yokosuka

NSPS TRAINING- SASEBO

POC: 252-3661

UPCOMING NSPS TRAINING- OKINAWA

POC: 634-6224

11 Jun 09	Navigating NSPS for Employees
18 Jun 09	Navigating NSPS for Supervisors
13 Aug 09	Navigating NSPS for Employees

Writing an Effective Self Assessment

It is now May! Spring is upon us and many Commands across the region have completed their Mock pay pools and interim reviews under the National Security Personnel System (NSPS). The interim review was the second of three required performance management events. After the review is conducted, it's important to review the self assessment you submitted for the event and begin to prepare for the annual assessment which will be conducted in the September time frame. It's important to track your accomplishments throughout the year so that writing your self assessment at the end of the performance cycle isn't a

daunting task. Although we may have just recently gone through this process, there is no better time than now to review how to write an effective self assessment and stress the importance of doing so!

A self assessment is your description of accomplishments related to the job objectives and contributing factors identified in your performance plan. The self assessment should provide the Rating Official with a clear picture of your performance and contributions thus far in this rating period. You may ask yourself the question, why should I do a self assessment? Although self assessments from employees are voluntary, it is strongly encouraged that all employees do

one. Employees should not disregard this opportunity to assess their achievements and progress in the rating cycle.

Writing a self assessment is an important part of the employees' individual development and shows that the employee is engaged in his or her career and position in the organization. Employees would only be doing themselves a great disservice if they do not take part in this process. Here are a few recommended tips for getting started with the process:

- (1) Review your performance objectives and the associated organizational goals;
- (2) Review records of your accomplishments (emails, memos, project files, productivity record);
- (3) Review the NSPS performance indicators for your pay schedule and pay band; and
- (4) Review the NSPS descriptors for your assigned contributing factors.

Once you have done this then you can prepare to write the self assessment. You should address each job objective and associated contributing factors. Identify your most significant accomplishments for each objective. Focus on results and the impact of your accomplishments on organizational goals. Be specific, factual, clear and concise. Make sure grammar and spelling are correct. Use actions verbs, active voice to describe what you did; note challenges you faced and how you met them. Some characteristics of significant accomplishments are: Competing priorities, high visibility, high level of difficulty, represent Navy in inter-agency forum(s), required innovative problem solving, Navy wide impact, lead

special group/project, short deadlines, wide scope of coordination, and first time.

You ask, what should be in a Self Assessment? You should include tangible results that achieved the job objective, the level of accomplishment, if it met the Level 3 standard or if it exceeded it, how the accomplishments supported organizational mission and goals, and explanation of any special situations that affected the employee's ability to meet a job objective. Do not use the task oriented language from your job description. Do not list accomplishments without referencing the job objective. Do not use terms or acronyms that others may not know. Do not assume the pay pool panel is familiar with your job.

Your interim self assessment needs to be entered into the Performance Appraisal Application (PAA) Automated tool. Be aware there is limited space in the PAA Tool for your self assessment. You will be allowed 2000 characters per objective to write your self assessment. Also understand that there is no spell check or grammar check in the tool either so it is strongly recommended that you type the assessment in Microsoft Word, then copy and paste it into the tool.

Good luck to you and we here at the HRO wish you much success in writing your self assessment. Please don't hesitate to contact the Labor/Employee Relations Division at 243-3410 or 243-8198 if you have any questions.

Scheduling Of Annual Leave

Are you aware that you have responsibilities of scheduling annual leave in advance? U.S. employees must use their excess annual leave by the end of leave year or it will be forfeited.

Public Law 93-181 requires positive scheduling of annual leave during the current leave year. The scheduling of annual leave is the mutual responsibility of employees and management to plan, schedule and use annual leave systematically throughout the leave year. Employees are responsible for requesting and scheduling annual leave in advance to facilitate work planning and to permit any necessary rescheduling. Supervisors are responsible for ensuring that each employee schedules leave during the year to prevent forfeiting annual leave in the "use or lose" category. Particular scrutiny should be given to employees who have forfeited leave in recent years or employees who are still using restored leave.

Forfeited annual leave may be restored under certain conditions such as;

- 1) Administrative error which causes a loss of annual leave;
- 2) Exigencies of the public business when the annual leave was scheduled in advance; or
- 3) Sickness of the employee when the annual leave was scheduled in advance.

An exigency of the public business exists if the work situation or operational demand is of such importance that the employee cannot be excused from duty. An exigency will not be deemed to exist solely because it would be inconvenient or disruptive to have too many employees absent on year-end leave or because of the pressure of normal workload variations or normal time limitations for work completion. Failure of management to ensure that sufficient employees are available to meet work requirements or to serve as "Acting" in a key position is not considered an exigency of public business.

A request for annual leave may not be denied for the reason of an exigency of public business until an exigency of public business request has been approved by the head of the activity.

If you have not submitted a tentative annual leave schedule to your supervisor, it is encouraged for you to do so. Management is required to review and schedule annual leave to meet work requirements and work mission, and to prevent employees from forfeiting annual leave. It is key to get an early start in planning your annual leave to avoid annual leave forfeiture and to ensure sufficient manning and operational requirements at the end of the year.

The Three R's of Recruitment, Retention, and Relocation Bonuses

What is a Recruitment Incentive? A recruitment incentive is an incentive an agency can pay to a newly appointed employee if the agency has determined that the position is likely to be difficult to fill. (Past or Future)

Eligibility of Recruitment: An agency may pay recruitment Incentive to an eligible individual who is appointed to one of the following categories:

- A. General Schedule or NSPS
- B. Senior Level or Scientific or Professional (SL/ST)
- C. Senior Executive Service (SES)
- D. Federal Bureau of Investigation and Drug Enforcement Administration (FBI/DEA)
- E. Law Enforcement Officer (LEO)
- F. Executive Schedule (EX)

G. Prevailing Rate (Wage) positions

H. Any positions for which recruitment has been approved by OPM at the request of the head of the agency.

When is an employee considered to be newly appointed for the purpose of paying a recruitment incentive?

A. The first appointment, regardless of tenure as an employee of the Federal Government

B. An appointment of former employees of the Federal Government following a break in the service of a least 90 days

C. An appointment of an individual in the federal Government when his/her Federal Service during the 90 day period preceding the appointment was limited to one or more of the following:

- A time-limited appointment in the competitive or excepted service.
- A non-permanent appointment (excluding a Schedule C appointment)
- Employment with the government of the District of Columbia (DC) when the candidate was first appointed by the DC government on or after October 1, 1987
- An appointment as an expert of consultant under 5 United States Code (USC) and 5 Code Federal Regulation (CFR)
- Employment under a provisional appointment designated under 5 CFR
- Employment under the Student Career Experience Program

What is the Relocation Incentive?

A relocation is an incentive that may be paid to an employee who must relocate to a different geographic area (permanently or temporarily) to accept a covered position in an agency when the position is likely to be difficult to fill and is an employee of the Federal Government immediately before the relocation.

When is a position considered to be in a different geographic area for the purpose of paying a relocation incentive?

A position is considered to be in a different geographic area if the worksite of the new position is 50 or more miles away from the worksite of the position held immediately before the move. If the worksite of the new position is less than 50 miles from the worksite of the position held immediately before the move, but the employee must relocate to accept the position, an authorized agency official may waive the 50-mile requirement and pay the employee a relocation incentive.

What is Retention Incentive?

An agency may pay a retention incentive to a current employee if the:

- The agency determines that the usually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the employee and the employee would be likely to leave the Federal service in the absence of a retention incentive or

- The agency has a special need for the employee's services that makes it essential to retain the employee in his or her current position during a period of time before the closure or relocation of the employee's office, activity, or organization and the employee would be likely to leave for a different position in the Federal Service in the absence of a retention incentive.

What is the requirement from the Agency?

Before paying a recruitment or relocation incentive, an agency must establish a plan for using the authority. The plan must include the following:

- A. designation of officials with authority to review and approve the payment of recruitment and relocation incentives
- B. designation of officials with authority to waive the repayment of a recruitment or relocation incentives
- C. required documentation for determining that a position is likely to be difficult to fill
- D. requirements for determining the amount of an incentive
- E. The payment methods that maybe authorized
- F. requirement governing service agreements

For question regarding these incentives or any other staffing and recruitment questions, please do not hesitate your servicing human resources consultant.

HR Program and Site Contact Info

Operations (US Staffing and Classification Division) 243-9343

EEO Division 243-8163

Okinawa Satellite Manager:
634-6224

Labor and Employee Relations Division 243-8187

JN Employment and Classification Division 243-8155

Sasebo Satellite Manager 252-3661

HR Information Systems Division 243-8191

Atsugi Satellite Manager 264-3422

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